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MEMORANDUM FOR: Executive Officer to the DDA ✓
Deputy Director, Management, Planning and Services, DI
Chief, Career Management Staff, DO
Executive Officer to the DDS&T
Administrative Officer, DCI

FROM: Executive Secretary

SUBJECT: Inputs for the DCI re Excellence

1. Recall that the DCI, in his 13 June 1985 address on Excellence in the Auditorium, said "Every three months, or as frequently as it emerges as appropriate, we will make available to you a more comprehensive listing of initiatives taken and outstanding performances turned in than I have been able to give you today. I hope and expect this will stimulate new ideas and practical initiatives, as well as inspire by example."

2. During our 14 June post-mortem we discussed and came to agreement on two separate, but related, issues deriving from our collective experience leading up to the DCI's 13 June speech:

- What it was the Director had in mind for his periodic calls for "examples of excellence."
- Establishing a common data base for maintaining information relating to employee recognition (through cash awards, certificates, etc.)

3. At this meeting, we set 1 October as the date the uniform data base should be able to provide information (if called upon) in a common format for all Directorates (this is taking place under DDA lead). It was also anticipated that we would solicit Directorate "examples" at the same time.

4. The Director, however, does not want to wait until then; he has asked me to obtain your inputs next month. So, what is wanted? I will leave each Directorate to determine the maximum number of examples sent forward, but would hope to obtain at least five from each of you.

- a. As to the format, one should provide information in a descriptive paragraph noting the name(s) of the individual(s) concerned, what was involved and why the example is worthy of recognition. Included as a separate paragraph should be a statement noting what, if any, recognition was made of this event (realizing that in many cases, such examples do not merit specific cash awards, etc.).

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- b. The examples that will be determined by each of your organizations should be along the lines of, and written up like, those used by the DCI in his speech. In many cases, such examples will simply be instances of "someone just doing their job."

5. Please have your inputs to me by Wednesday, 14 August.
(Remember, as we discussed, we are not now seeking any data re who got awards, statistical info from the computer, etc.)



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